

# Human Resources

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The Human Resources Department's function is to administer the classification, pay and employee benefit programs; negotiate labor agreements; provide training and development and safety programs to employees; and coordinate the efforts of all City departments in the selection, hiring, evaluation, promotion of a staff of dedicated and qualified personnel to serve the citizens of Norman.

The staff of the Human Resources Department are dedicated to providing quality, professional services for the citizens and employees of the City of Norman. We are committed to exceed the expectations of residents and employees with diligence, integrity and innovation.

Public Service is a uniquely fulfilling type of work and the contributions you can make here will be far greater. To achieve this, we are committed to hiring talented and motivated individuals to join our team. We believe this makes the City of Norman a great place to work and provides an excellent opportunity for you to join our team! To view current City employment opportunities click on the Job Postings link to the left.

The Human Resources Department is open Monday through Friday, 8:00 a.m. to 5:00 p.m. Our department is staffed with seven wonderful people ready and willing to help you with any personnel matters within the City of Norman. Should you need assistance or wish to visit with a member of our staff, click here for a Staff Directory.

## **Mission:**

*To provide a customer oriented department staffed by human resources professionals dedicated to:*

- Facilitating the productivity and effectiveness of the City organization.
- Development of employees in ways that are satisfying to the individual and beneficial to the City organization.
- Anticipating, providing and administering human resource services of the City organization consistent with the changing needs of the organization.
- Promoting safety first in the workplace to provide the employee (citizen) a safer environment in which to work (live).
- Communication – sharing and receiving information.

